



TRINIDAD AND TOBAGO GAZETTE (EXTRAORDINARY)

VOL. 50

Port-of-Spain, Trinidad, Friday 25th February, 2011—Price \$1.00

No. 18

229

FORM 178

THE BANKRUPTCY ACT

RECEIVING ORDER

Debtor's Name	Address	Description	Court	Number of Matter	Date of Order	Date of Petition	Act or Acts of Bankruptcy
Venture Construction and Maintenance Limited	9, Tahal Avenue Gasparillo	—	Hall of Justice Port-of-Spain	CV 2008–04232	27th May, 2009	30th October, 2008	Failed before the 9th day of October, 2008 to comply with the requirements of a Bankruptcy Notice duly served on it on the 2nd day of October, 2008.

K. OLIVERIE
for Official Receiver

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MINISTRY OF LEGAL AFFAIRS

SEPARATION

The following notice is published for general information in accordance with Part I of the Director of Personnel Administration Circular Memorandum P: 39/19 Vol. IV Temp. 1, No. E 26/06 dated 25th August, 2006.

Retirement

Name	Rank of Officer	Ministry/Department	Date	Remarks
Imbert, Sharon Mrs. ...	Permanent Secretary ...	Office of the Prime Minister ...	15th September, 2010 ...	Compulsory Retirement



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FREEDOM OF INFORMATION ACT (FOIA) 1999

PUBLIC STATEMENT OF THE CEPEP COMPANY LIMITED

IN COMPLIANCE WITH SECTIONS 7, 8 AND 9

OF THE FREEDOM OF INFORMATION ACT, 1999

Under the Freedom of Information Act No. 26 of 1999, each public authority is required to publish an annual Statement of Affairs. This statement describes the structure and functions of The CEPEP Company Limited (hereinafter called the Company) and lists categories of documents held by the Company which are available for public scrutiny.

SECTION 7 – STATEMENTS

(i) Statement on the organisation and function of the Company

The Company is a Special Purpose State Enterprise under the Ministry of Housing and the Environment. The Company was incorporated on 2nd April, 2008 under the Companies Act Chapter 81:01 and commenced operations on 1st November, 2008. The Company comprises a Board of Directors responsible for policy matters and Management and Staff who carry out the day to day operations. The Company is headed by a General Manager. The nine (9) Members of the Board, one of whom is the Chairman, were appointed by Cabinet.

The Head Office of the Company is located at 157 – 158 Manic Street, Chaguanas.

The Company has responsibility for programme execution in the area of environmental protection and enhancement. Its principal functions are to: -

- Empower communities to improve the condition of the local physical environment.
- Expand employment opportunities for the benefit of semi-skilled and unskilled persons within communities.
- Create opportunities for the establishment and development of small businesses.
- Build capacity through training and development of contractors and their employees as well as the staff of the Company (both business and personal).
- Promote higher levels of social responsibility within communities through awareness, public participation and ownership.





Mission of the Company

“Committed to building successful community business models, sustainable environmental projects and the promotion of social responsibility within communities”.

Organisational Structure

The Company’s principal functions are carried out by its two main departments:-

- Environmental Protection and Enhancement Operations
- Business Development

These departments are supported internally by Corporate Administrative Services, Finance and Accounting, Legal, Human Resources, Social Marketing, Information Technology and Internal Audit services.

Environmental Protection and Enhancement Operations

The core functions of this department include:-

- Clearing/cleaning and maintenance of roadsides and public open spaces
- Beautification and landscaping of public spaces
- Rationalisation of environmental work areas
- Coastal maintenance
- Removal of animal carcasses from public areas
- Disaster emergency relief
- Management of eco-sites and nature trails
- Removal of illegal dump sites

Business Development

The core functions of this department include:-

- Implementation of an effective business development model
- Management of green wastes by composting



- Development of skilled and semi-skilled labour supply
- Recycling of waste materials
- Composting of organic waste
- Provision of project management services

Effect of functions on members of the Public

The work of the Company impacts directly on members of the public. Citizens of the country, local communities and the general public are the ultimate beneficiaries of all the services of the Company. By protecting and enhancing the environment; creating jobs; providing life improvement training opportunities to large numbers of citizens and starting up and promoting the development of small/medium community-based business enterprises the Company contributes to the alleviation of social ills which in turn has a distinct positive influence on the quality of life in Trinidad and Tobago.

Decision Making Powers Affecting Members of the Public

The principal decision-making powers of the Company which affect members of the public are:-

- Decision-making regarding the deployment of resources to undertake works throughout the country
- Decision-making regarding expenditures to carry out works in relation to the functions of the Company

(ii) Statement on categories of documents held by the Company

The documents held by the Company include:-

- 1) Files dealing with administrative support and general administrative documents for the operations of the Company.
- 2) Personnel files, which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, leave, vacation, etc.
- 3) Files dealing with the accounting and financial management function of the Company.
- 4) Financial records (cheques, vouchers, receipts, expenses, journals, etc).
- 5) Files dealing with Cabinet documents.

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- 6) Files dealing with matters relating to the procurement of supplies, services and equipment.
- 7) Maps/Charts/Photographs/Compact Discs/Catalogues.
- 8) Policy and Procedure Documents.
- 9) Internal and External correspondence files.
- 10) Contractor files.
- 11) Documents relating to strategic and operational plans of the Company.
- 12) Legislation and Legal Instruments.
- 13) Legal Opinions and related matters.
- 14) Files dealing with training.
- 15) Minutes/Agenda of meetings.
- 16) Files dealing with Circulars, memoranda, notices, bulletins, etc.
- 17) Reports: Projects, Annual/monthly/quarterly, Audit Consultant's/Technical, Corporate, Valuation, Accidents, etc.
- 18) Books, booklets, leaflets, pamphlets, brochures, posters, newspaper clippings, directories.
- 19) Files dealing with official conferences and events hosted and attended by the Company.
- 20) Inventories.
- 21) Periodicals and publications.
- 22) Forms.
- 23) Certificates.

(iii) Material prepared by the Company for publication or inspection under Part II of the FOIA and where they can be inspected or obtained

The following printed material can be inspected, once not otherwise specified, at the Head Office of the Company at 157 – 158 Manic Street, Chaguanas.

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- Incorporation Documents
- Maps/Charts/Photographs
- By-Laws
- Statement of Company Policy Guidelines on Donations
- Statement of Company Policy Guidelines on Tenders and Disposal
- Statement of Company Policy Guidelines on Purchasing and Procurement
- Statement of Company Policy Guidelines on Delegated Authority
- Strategic Plan
- Operational Plan

(iv) Listing of literature available by way of subscription services

Not Applicable

(v) Procedure to be followed when accessing a document from The CEPEP Company Limited

General Procedure

Our policy is to answer all requests for information. However, in order to have the rights given to you by the FOIA (for example, the right to challenge a decision if your request for information is refused), you must make your request in writing. The applicant must, therefore, complete the prescribed form set out in the Schedule of the FOIA.

Addressing Requests

To facilitate prompt handling of your request, please address it to the Legal Manager / Corporate Secretary of The CEPEP Company Limited.

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided clarification will be sought from the applicant. If you are not sure how to write your request or what details to include, communicate with our Corporate Secretary / Legal Manager.

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**Requests not handled under the FOIA**

A request under the FOIA will not be processed to the extent that it asks for information which is readily available to the public either from The CEPEP Company Limited or from another public authority, for example brochures, pamphlets, etc.

Responding to your Request

- **Retrieving Documents**
The CEPEP Company Limited is required to furnish copies of documents only when they are in our possession or we can retrieve them from storage. Information stored in the National Archives or another storage centre, will be retrieved in order to process your request.
- **Furnishing Documents**
An applicant is entitled to copies of information we have in our possession, custody or power. We are required to furnish only one copy of a document. If we cannot make a legible copy of a document to be released, we may not attempt to reconstruct it. Instead, we will furnish the best copy possible and note its quality in our reply.

Please note we are not compelled to do the following:

- Create new documents. For example, we are not required to write a new program so that a computer will print information in the format you prefer.
- Perform research for you.

Time limits

We will determine whether to grant your request for access to information as soon as practicable but no later than 30 days as required by section 15 of the FOIA. If a decision is taken to grant access to the information requested, you will be permitted to inspect the documents or be provided with copies, if you so request.

Fees and Refunds

The Freedom of Information Fees and Charges Regulations prescribe the fees related to the search, retrieval and provision of documents. You are entitled to receive the document(s) within seven days of payment of the relevant fee. If we fail to provide the information within the seven days period you are entitled to a refund of the fees paid in addition to access to the documents requested.

(vi) Statement specifying officer(s) responsible for the processing of requests for access to documents

The Designated Officer for The CEPEP Company Limited is:-

Legal Manager / Corporate Secretary
The CEPEP Company Limited

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157 – 158 Manic Street
Chaguanas

Tel.: 671-1170 or 671-3129

(vii) Statement of all boards, council and bodies constituted by two or more persons

Presently there are no Advisory Boards, Council, Committee or other bodies that fall within the meaning of Section 7(1)(a)(vii) of the FOIA.

(viii) Statement on the Company's library facilities

Presently there is no library or reading room facilities at The CEPEP Company Limited.

SECTION 8 – STATEMENTS

List of documents provided by The CEPEP Company Limited for use by its officers

- Copies of all legislation, laws, regulations, orders
- State Enterprises Performance Monitoring Manual
- Ministry of Finance Investments Division Standard Procurement Procedures
- Tenders and Disposal Policy and Procedure
- Purchasing Policy and Procedure
- Delegated Authority Policy and Procedure
- Donations Policy Guidelines

SECTION 9 – STATEMENTS

List of reports or statements containing advice or recommendations

- R.O.S.E. Report
- CEPEP Impact Study
- Auditor General's Special Report on CEPEP